



To: Workforce Development Board Chairs
Workforce Development Board Directors
Regional Chief Elected Officials

From: Regina Ashley, Chief Strategy Officer
Indiana Department of Workforce Development

Date: February 22, 2016

Subject: 2015-04 (Amended)
Local and Regional Plan Instructions for Workforce Development Boards

Purpose

To provide workforce development boards (WDBs) with local and regional plan instructions to develop a comprehensive four year workforce plan.

References

- Workforce Innovation and Opportunity Act, Sections 106, 107, and 108
- WIOA Proposed Regulations, Sections 678.435, 678.800, 679.310, 679.370, 679.500, 679.510, 679.520, 679.530, 679.540, 679.550, 679.560, 679.570, 679.580, 681.300, 681.290

Content

The Workforce Innovation and Opportunity Act of 2014 (WIOA) provides designated regions and local workforce areas the responsibility and opportunity to develop employment and training systems tailored specifically to regional economies. The system must address the specific needs of regional employers and the skills they require and meet the needs of the full range of learners and workers, including those with barriers to employment.

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A local plan is the primary vehicle for communicating the Local Board's vision for the local workforce system and how it will provide local service delivery across Federal programs to foster better alignment of education and training to ensure that the workforce system is job-driven, and matches employers with skilled individuals. As such, WIOA requires WDBs, in partnership with the local chief elected official, to develop and submit a comprehensive four- year local plan to the state for approval. The local plan will cover the period of **July 1, 2016 – June 30, 2020**. The plan must address current and future strategies and efficiencies to advance the continuing modernization of the workforce system and the creation of a customer-centered system. It must also support the strategy described in the State Plan and be consistent with the State Plan. In order to implement the underlying objectives of WIOA, the development of the local plan must also be a collaborative effort involving a variety of stakeholders and members of the public as partners.

Indiana's Strategic Vision

Indiana's strategic vision is that every Indiana business will find the educated and skilled workforce necessary to compete successfully in the global economy and that every Indiana citizen will have access to the information, education, and skills required for career success. In order to achieve the State's vision, the following three key goals have been developed in collaboration with the State Workforce Innovation Council:

- System alignment -- Create a seamless one-stop delivery system where partners provide worker-centric and student-centric integrated services.
- Client-centric approach -- Create a *client-centered* approach, where system partners and programs coordinate in a way that each individual worker or student has a pathway to improving his or her education, knowledge, skills and, ultimately, his or her employment prospects, with a focus on in-demand careers.
- Demand driven programs and investments -- Adopt a data-driven, sector-based approach that directly aligns education and training with the needs of Indiana's business community.

Requirements for Completing the Plan

Local Plan

WIOA requires specific criteria be addressed within the local plan, including state determined criteria. Therefore, each Plan must be submitted utilizing *Attachment A –Planning Template*, which incorporates the federal and state required criteria. Additionally, each local area must complete *Attachment B – Projected Program Participants*, which details projections of participants and related budgets for program year 2016.

Regional Plan

WIOA allows DWD to identify "planning regions" in order to align workforce development resources to regional economies and ensure coordinated and efficient services to both job seekers and employers. DWD has identified one planning region, comprising local areas 5 and 12, which share similar economies and workforce development activities. Per WIOA, planning

regions are required to coordinate regional service strategies and sector initiatives; to collect and analyze regional labor market data, administrative costs, and transportation; to partner with economic development agencies; and to negotiate local performance consistent with the regional planning requirements. As such, planning regions are required to collaborate on certain questions within their local plans. These questions will be noted in Attachment A. If there are additional questions that the local areas wish to collaborate on, this is encouraged as appropriate, but the notated questions at a minimum must be addressed together. If there are local areas other than Region 5 and 12 that wish to collaborate with local areas outside of their own, they may also answer any questions that reflect their collaboration as appropriate.

Public Comment

Prior to submitting the local or regional plan to the state for approval, WIOA requires the WDB to make copies of the plan available for public comment. This requirement ensures greater transparency in the planning process and encourages regions to consider efforts to maximize the transparency and inclusiveness of the process.

The plan must be made available for public comment through electronic means and open meetings consistent with the “sunshine provisions” referenced in WIOA sec. 107 (e). Members of the public, including representatives of business, labor organizations, and education, must be allowed to submit comments to the WDB no later than the 30-day period following the date on which the plan is made available to the public. All comments that represent disagreement with the plan must be included with the plan’s submission to DWD.

Submission Requirements

Local plans must be submitted to DWD electronically, via email to: policy@dwd.in.gov, using the provided Attachments A and B. The local and regional plans must be submitted no later than **4:30pm on July 1st, 2016**.

Review and Approval of the Plan

Once the plans have been submitted to DWD, the review process will begin. All plans submitted to DWD are considered approved by DWD at the end of the 90-day period, beginning on July 1, 2016, unless DWD makes a written determination within the 90-day period that:

1. there are deficiencies in local workforce activities that the WDB has not made acceptable progress in implementing corrective measures to address the deficiencies;
2. the local plan does not comply with WIOA; or
3. the local plan does not align with the State Plan, including failing to provide for alignment of the core programs to support the strategy identified in the State Plan.

As part of the review process, each WDB must have a representative present their local plan to the State Workforce Innovation Council (SWIC) on either the July or September meetings as determined by DWD. Additionally, a designated WDB representative must present an overview

of how the region will serve youth to the SWIC's Youth Committee. DWD will issue guidance regarding the specific points to be included in each presentation. Each presentation should be no longer than 15 minutes in length.

Modification Procedures

At the end of the first 2-year period of the 4-year local plan, the WDB, in partnership with the local chief elected official, must review the plan to prepare and submit modifications. Modification of the plan helps ensure that they are being used to drive service delivery strategies and that the local activities remain consistent with the local plan. Modifications should reflect changes in regional labor market and economic conditions and other factors affecting the implementation of the local plan, including but not limited to changes in the financing available to support WIOA Title I and partner-provided WIOA services, changes to local board structure, and/or a need to revise strategies to meet performance goals. DWD will provide additional instruction through a modification policy.

Key Dates

Local Plan Guidelines Issued.....	February 22, 2016
Local Plans Due	July 1, 2016
Local Plans Reviewed/Approved.....	No later than September 15, 2016

Effective Date

February 22, 2016

Ending Date

Upon rescission.

Contact for Questions

policy@dwd.in.gov